Document retrieval in OnBase

This page is designed to assist OnBase users with the document retrieval process and wildcard search functionality.

**Document Retrieval**

1. Choose FIN for Finance or HR for Human Resources
2. Specify a specific Document type if applicable
3. Keywords allow you to narrow your search; some of the more commonly used options are explained below
4. Enter a date range to limit your results
5. VMC is the business unit for VUMC
6. Assigned in APPO Peoplesoft
7. Select the Find button to see results

**Important Note:** Keyword options differ on each Document type selected

Wildcards may be helpful during your searches

A wildcard, denoted by an asterisk (*), can be used to match Keywords where one or more characters are unknown. Below are examples of searches and results:

- **SM*** - Smith, Smart, Small
- ***land** – Hyland, Groveland, Holland
- ***5302** – E0000005302

The Document Search Results screen will appear displaying the Documents that match the search criteria.